# Accessing Your Home Directory With Netdrive
(for Windows 7/8/10)

All users at Canisius are allocated a certain amount of network storage so that files may be accessed from multiple computers on the campus network. If the contents of this home directory need to be accessed from off-campus, this can be done using the server netdrive.canisius.edu. This document explains the usage of this server for users of Windows 7/8/10.

Please carefully follow this walkthrough step by step. To avoid possible confusion, it would be best to close other open programs before beginning this process. If you have trouble, please call the ITS Help Desk at 716-888-8340.

1.   First, right-click on the "Computer" icon on the desktop and click on the option for "Map Network Drive...". This is the option that is used to configure server storage options. If the "Computer" icon does not appear on your desktop, find it in your Start Menu and right-click on it there.
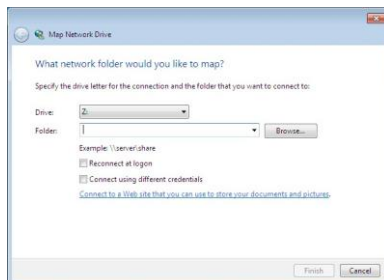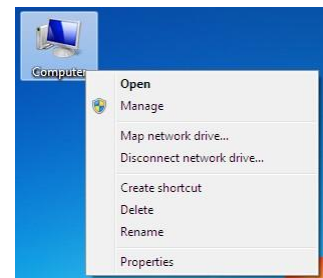
2.   This will open the "Map Network Drive" dialog box. Select the drive letter that you would like to assign to the new drive connection. If you want to maintain consistency with the Canisius environment, select "H:" (or any free drive letter) from the drop-down menu labeled "Drive:". In the box labeled "Folder:", type in the URL from the table below that is appropriate for your account.

User Type	URL to Enter
Departmental Share	https://netdrive.canisius.edu/deptlib
Canisius home directory	https://netdrive.canisius.edu/users/[first letter of netid]/netid e.g. https://netdrive.canisius.edu/users/s/smith890
ITS Staff Member	Use VPN

Please be mindful of the "https" at the beginning of the URL. This must be typed *exactly* as written in the table, or the link will not work.

Finally, if you would like this computer to automatically connect to your home directory in the future, check the box for "Reconnect at logon". Also, check the box for "Connect using different credentials". Click the "Finish" button at the bottom of the window.

3.   A connection dialog box will open, prompting for a username and password. In the "User Name" field, type in "CANISIUS*username*", where *username* is your NetID at Canisius. In the "Password" field, type in your Canisius password. Click "OK".

Your "H drive" will now be available to you from Windows Explorer using the drive letter you selected in the first window. You can manipulate files in it as you would in any normal drive environment. Please note that some applications, like Office, may ask you to re-enter your user name and password when manipulating files that you are accessing in this way. Confirm that the request is coming from "netdrive.canisius.edu", and then enter your credentials in the format described in Step 3 above.

Original: Matthew Gracie 05/11/11
Modified: Andy Chaplin 04/21/2020